



**HHPK 445 – 01W**

**Administration and Leadership in Exercise Science**

**COURSE SYLLABUS:**

**Fall 2024**

**INSTRUCTOR INFORMATION**

Instructor: **Hussien Jabai, MS, CSCS, TSAC-F, CPT**

Office Hours: **By Appointment Only**

Office Phone: **903-886-5308**

University Email Address: [hussien.jabai@tamuc.edu](mailto:hussien.jabai@tamuc.edu)

Preferred Form of Communication: **Email**

Communication Response Time: **Within 24-48 hours (unless weekend/holiday/breaks)**

**COURSE INFORMATION**

Course Location: **D2L**

Days/Times: **Check Daily**

Format: **Online (D2L)**

Textbook(s) Required:

Essentials of Strength Training and Conditioning, 4ed (with or without Online Study Course)

*Additional supplemental materials and lectures will be provided throughout the semester*

**Course Description**

This course includes the study and application of administration tasks and leadership within exercise science professions. Topics include facilities, program assessment and planning, legal/ethical issues, policies and procedures, personnel, marketing, and risk management.

*The syllabus/schedule are subject to change.*

## Student Learning Outcomes

- Create and disseminate risk management guidelines for a health/fitness facility, department or organization to reduce member, employee and business risk.
- Create an effective injury prevention program and ensure that emergency policies and procedures are in place.
- Manage human resources in accordance with leadership, organization, and management techniques
- Manage fiscal resources in accordance with leadership, organization, and management techniques.
- Establish policies and procedures for the management of health fitness facilities based on accepted safety and legal guidelines, standards and regulations.
- Develop and execute a marketing plan to promote programs, services and facilities.
- Use effective communication techniques to develop professional relationships with other allied health professionals (e.g., nutritionists, physical therapists, physicians, nurses).

## COURSE REQUIREMENTS

10%	Quizzes (5 = 2% each quiz)
10%	Final Exam (1)
40%	Assignments (10 = 4% each assignment)
40%	Final Presentation (1)

**\*Extra Credit Work** – There is **NO** Extra Credit permitted in this course.

**\*\*No Late Work Accepted:** If students have foreseeable issues turning in their work on time they are encouraged to work with their professor to arrange to turn their assignments in **before** the due date. If you have planned absences you will be required to turn your assignments in **ahead** of their due dates. **No late work will be accepted in this course.**

## Instructional Methods

### Course Delivery

- This class is taught in an online (D2L) format and attendance via log-in is required.
- All assignments will be completed and/or uploaded into D2L (including exams)

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**Suggested prerequisite abilities:** Students are expected to have basic knowledge of computer hardware, know how to use computers, know how to use Microsoft Windows & MS Office, perform basic Internet searches, and use e-mail.

### **Student Responsibilities & Tips for Success in the Course**

- Students will be required to check D2L and their university email daily.
- Students should begin the semester ready to acquire and understand expectations
- Students should read ahead in order to have the best opportunity to understand concepts presented in this course
- Students are expected to email the instructor the moment they experience concerns. Do NOT wait until later in the semester to express concerns about something that happened earlier on. Reach out WHEN the issue OCCURS.

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- Reminder about APA: You are expected to produce quality, original work as part of your course requirements. Please note that all assignments must adhere to APA 7<sup>th</sup> Edition, including cover page, references pages, as well as the totality of the internal matter of your written works.

## **GRADING**

***Final grades in this course will be based on the following scale:***

Total points corresponding to the final letter grades

A = 90-100

B = 80-89.9

C = 70-79.9

D = 60-69.9

F = 0-59.9

## **TECHNOLOGY REQUIREMENTS**

### **LMS**

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements.

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<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

Zoom Virtual Classroom Requirements:

<https://support.zoom.us/hc/en-us/articles/201362023-Zoom-system-requirements-Windows-macOS-Linux>

## ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

## COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please communicate with me in a timely and professional manner. It is absolutely required that you check your school email, as well as D2L every single day during the semester to check for any updates or additional information! Failure to reply in a timely manner to emails/class announcements may seriously impact your grade as you may miss important deadlines, messages, etc.

### Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

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## **Interaction with Instructor Statement**

I want to hear from you! Are you experiencing problems? Do you have questions, concerns or confusion? Or perhaps you'd like to chat about the course. Whatever the reason, you will find that I am accessible and that I really enjoy interacting with my students. If you would like to discuss a confidential matter, you should contact me directly by either sending an email to the email listed above or make an appointment to speak privately with me during my office hours. As always, all interactions should be polite and professional.

## **Mental Health and Well-Being**

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.



## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

### **Course Specific Procedures/Policies**

If you must miss class for any reason, please remember to send me an email to inform me of your absence so that I may mark your absence excused (

### **Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

### **University Specific Procedures**

#### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#)

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<https://inside.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf>.

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

### **TAMUC Attendance**

Students are expected to be present for all class meetings of any course for which they are enrolled. Students are responsible for learning about and complying with the attendance policy stated in the catalog, Student Guidebook, and/or faculty syllabus. Faculty members will provide details on requirements and guidelines for attendance in

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their classes in their course syllabi. Faculty members will keep students' attendance records.

Students are responsible for requesting makeup work when they are absent. They will be permitted to make up work for absences which are considered by the faculty member to be excusable. The method of making up this work shall be determined by the faculty member.

The student is responsible for providing the faculty member reason(s) for his/her absence. The faculty member then determines the validity of the reason(s) for the absence and whether the student is to be excused for the absence. Faculty members may consider the following reasons for absence as excusable.

- Participation in a required/authorized university activity;
- Verified illness;
- Death in a student's immediate family;
- Obligation of a student at legal proceedings in fulfilling responsibility as a citizen; and
- Others determined by individual faculty to be excusable (e.g., elective University activities, etc.).

Appeals can be made through normal administrative channels.

A record of excused and unexcused absences will be maintained by a faculty member for reference since certain financial assistance and other programs may require attendance records.

When requested by the student, teachers will inform the student who has been absent whether makeup work is allowed and whether absences jeopardize the student's standing in a class.

It is the prerogative of the faculty to drop students from courses in which they have accrued excessive absences as defined in the course syllabus. In such cases, faculty recommend through the department head to the appropriate college dean that a student be dropped from class. The faculty member will document absences and will make a reasonable effort to communicate with the student prior to recommending the drop. If approved, the college dean will forward the recommendation to the Office of the Registrar.

Students who wish to drop a course or withdraw from the university are responsible for initiating this action.

For more on TAMUC attendance policy, please see the following webpages:

[Attendance](#),

<https://inside.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

### **Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty, see the following procedures:

#### **Undergraduate Students Academic Integrity Policy and Form**

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[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Undergraduate Student Academic Dishonesty Form](#)

<https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

### **Graduate Students Academic Integrity Policy and Form**

[Graduate Student Academic Dishonesty](#)

<https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

### **Students with Disabilities-- ADA Statement**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Services

Velma K. Waters Library- Room 162

**Phone (903) 886-5930**

Fax (903) 468-8148

Email: [StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

**Website:** <https://www.tamuc.edu/student-disability-services/>

### **Nondiscrimination Notice**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

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## **Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

## **A&M-Commerce Supports Students' Mental Health**

### **Counseling Center Services**

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)

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## Course Schedule (Tentative)

Week	Agenda
1	Strength and Conditioning Specialist (CSCS) Intro
2	Facility Design, Layout, and Organization General Aspects of New Facility Design
3	Leadership and Transferable Skills
4	Step 1 – Pre-Design Phase Facility Design – Case Study
5	Review of Facilities and Existing Gyms Existing Gyms – The 3 Steps
6	Facility Layout Guidelines Arranging Equipment in the Strength and Conditioning Facility
7	Marketing
8	Cleaning and Facility Maintenance
9	Policies, Procedures, and Legal Issues
10	Insurance and Legal Issues
11	Ownership and Business Structure
12	Personnel and Staff
13	After-Action Review and Leadership
14	
15	Final Presentation
16	Final Exam

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